

Administration Committee

2003-05-14 09:30:00.0

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Roll Call

1.

Action: Confirm Quorum

Minutes - Meeting of April 9, 2003*

2. Action: Committee Approval

• [2 A&O minutes April 03.doc](#)

Monthly Financial Statements*

Presented by: E. Sun

3.

Action: Receipt

• [3 financials sun.xls](#)

Investment Report April 2003*

Presented by: B. Mayhew

4.

Action: Receipt

• [4 MTC Investment report march - mayhew.doc](#)

Committee for Staff Representation Presentation

5. *Comments on the preparation of a new memorandum of understanding covering employee wages and benefits.*

Presented by: MTC Employee Group

Action: Information

6. Closed Session

The Committee will meet in closed session pursuant to Government Code Section 54957.6 to conference with the Executive Director and certain administrative services

- a) **staff regarding issues pending in the meet and confer process underway with represented agency employee groups that will lead to the preparation of a new memorandum of understanding effective July 1, 2003.**
- b) **Cubic Transportation Systems, Inc. v. Metropolitan Transportation Commission, et al., San Francisco Superior Court; Case No. 03-419795.**

Reconvene in Open Session - Report - Proposed Action

7.

Action: Approval

The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.

Consent

8.

Action: Committee Approval

Contract - Monitor Newsletter: League of Women Voters of the Bay Area*

- a) **Presented by:** B. Kahn

- [8a_LWV_memo_03.doc](#)

Funding Agreements -Low Income Flexible Transportation (LIFT)*

- b) **Presented by:** E. Baker

- [8b_LIFT_Funding_Agreements_Baker.doc](#)

Contract Amendment - ADA Regional Eligibility Database Upgrade: Quartet Systems, Inc.*

- c) **Presented by:** E. Baker

- [8c_RED_Upgrade_Contract_Baker_rev.doc](#)

Resolution No. 3250, Revised FY 2002-03 MTC's Disadvantaged Business Enterprise Program Overall Goal and Goal Setting Methodology, Final Report*

d)

- [8d_DBE_FY_2002-03_Annual_Goals_Final_Report.doc](#)

Funding Agreement: Paratransit Study - Contra Costa County Transportation Authority *

e) **Presented by:** C. Soper

- [8e_contracostaparatransitstudy_Soper.doc](#)

9. Contracts

Contract - Pavement Management Technical Assistance Program: Various*

Presented by: J. Hoang

a)

Action: Committee Approval

- [9a_PTAP_5_Hoang.doc](#)

Contract - Transportation for Livable Communities (TLC) Program Evaluation: ICF Consulting*

b) **Presented by:** A. Nguyen

Action: Committee Approval

- [9b_TLC_Program_Evaluation_Nguyen.doc](#)

Change Order - TransLink®: Motorola, Inc.*

Presented by: R. Driver

c)

Action: Committee Approval

- [9c_TL_Mot_COs_Driver.doc](#)

Contract Amendment - Litigation Support: Hansen Bridge H Marcus Vlahos Rudy LLP*

d) **Presented by:** F. Chin

Action: Committee Approval

- [9d_Litigation_Counsel_Hanson-Chin.doc](#)

MTC Draft Agency Budget FY 2003-04*

10. Presented by: S. MacKusick

Action: Information

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- [Web 10 DRAFTBUD04.A&O.doc](#)
 - [Web 10 Draft agencybudget Mackusick.xls](#)

Business Meeting Expenses

11. Presented by: S. Heminger

Action: Committee Approval

12. Other Business/Public Comment

13. Next Meeting / Adjournment

Next meeting

2003-06-11 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

* Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

** All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

*** The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+ Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

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